



## STATE OF NEVADA DEPARTMENT OF TAXATION

### PUBLIC RECORDS FEE SCHEDULE

All public records requests must be made on the form issued by the Nevada State Library, Archives and Public Records. This form can be found at:

[http://nsla.nv.gov/Records/Public\\_Records/Public\\_Records/](http://nsla.nv.gov/Records/Public_Records/Public_Records/).

Per [NRS 239.052](#) the Department issues the following fee schedule for public records requests. Fees are not charged until the total cost reaches \$10.00. When the estimated cost of producing the records exceeds \$10.00, no record will be produced until after receipt of payment.

Pursuant to [NRS 239.055](#), an additional fee may be charged for extraordinary staff time for processing, researching, copying, or legal/technical review. "Extraordinary staff time" is defined as any time over 30 minutes required to retrieve, inspect, and/or redact the record (See [Op.Nev.Atty.Gen. No. 2002-32 \(August 27, 2002\)](#)). Fees for extraordinary use of personnel or technology will be limited to not more than \$.50 per page as required by [NRS 239.055\(1\)](#). When the cost of a request is projected to exceed \$25.00, then estimated costs shall be provided to the requester in advance of fulfilling the records request. Estimates can also be furnished if the estimated costs are less than \$25.00, upon request.

Charges will be as follows:

#### **Copying Fees:**

- Black and white copies, up to 8.5" x 14": \$.01 per page. Double sided copies are considered two (2) pages.
- Color Copies, up to 8.5" x 14": \$.06 per page. Double sided copies are considered two (2) pages.
- Electronic download to a CD: \$.21 per disc.

#### **Staff Fees:**

- \$12.04 per hour per staff member (Grades 20-29).
- \$17.86 per hour per staff member (Grades 30-39).
- \$27.39 per hour per staff member (Grades 40+).

#### **Court reporter transcripts:**

The fee charged for a copy of each page of a court reporter transcript is the fee per page as set forth in the contract with the Department of Taxation and the court reporter ([See NRS 239.053](#)).

#### **Mailing or Shipping:**

If the records are to be mailed or shipped to the requestor, the agency may recover these costs. Postage fees shall not exceed the actual cost of mailing.

#### **Payment:**

Cash or Check.